

## REGULAR MEETING OF THE WATER AND LIGHT COMMISSION

July 27, 2016

**Draft**

Commission President Allwardt called the Regular Meeting of the Water and Light Commission to order at 8:02 a.m., with Commissioners Don Merkes, Dan Zelinski, and Antoine Tines present on roll call. Also present were Melanie Krause, General Manager; Steve Grenell, Engineering Manager; William Menting, Electric Manager; Tim Gosz, Water Utility Manager; Kristin Hubertus, Finance Manager; Paula Maurer, Customer Services Manager; John Teale, Technical Services Engineer; David Christensen, Engineering Technician; and Dawn Lucier, Administrative and Accounting Assistant. Also present was Don Voogt, McMahon.

Commissioner Kordus was excused.

With the absence of Commissioner Kordus, Commissioner Merkes was appointed as acting secretary.

Item II. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item III. Motion made by Comm. Allwardt, seconded by Comm. Merkes, was unanimous on roll call to approve the following:

- A. Minutes of the Regular Meeting of June 22, 2016
- B. Approve and warrant payments summarized by checks dated June 30 & July 7-27, 2016, which includes Net Payroll Voucher Checks, Void O & M Check #503175, Operation and Maintenance Voucher Checks for a total of \$1,132,367.31, and Operation and Maintenance Vouchers and Rebates to be paid prior to the next Regular Meeting. Motion approved unanimously on roll call
- C. Correspondence as listed:
  - Copy of letter dated July 20 to Department of Natural Resources RE: 2016 sanitary survey
  - Copy of letter dated July 12 from Department of Natural Resources RE: Acknowledgement of plan receipt for EPDM membrane roof on High Lift Reservoir
  - Copy of letter dated June 2016 from WPPI Energy RE: 2015 Dividend report
  - Copy of July 2016 MU Employee Newsletter
  - Copy of updated marketing flyer Re: Value of Public Power
- D.

Item IV. Claims Against The Utility – There were no claims discussed at this meeting.

Item V. Purchase Orders over \$10,000.00 issued since the last Commission meeting were presented for informational purposes.

Item VI. Unfinished Business, Water Capital Needs Study – Mr. Voogt went over the drawing details of the proposed water plant improvements plan which include an alternative truck entrance area; staff and Commissioners discussed changes to be included in the final plan. A draft of the 10 year CIP plan, with estimated costs, will be presented at a future meeting.

Mr. Voogt departed at 8:28 a.m.

Lead Water Service Ordinance – The Safe Drinking Water Loan Program application has been filed. A draft ordinance for lead water service lateral replacement was included in the packet; staff would like to bring the ordinance to the Common Council after the Utility hears back regarding the funding availability to customers.

Refinance of WPPI Lease – Three options were presented for refinancing through the State Trust Fund Revenue Loan Program. Staff is recommending option 1, which would have the highest total interest savings over the course of the loan, and will continue to work with the State over some of the language included in the application.

The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved to proceed with refinancing the WPPI lease using option 1 as presented.

Item VII. New Business, Recognition of Quarter Century Club Inductee – Commission President Allwardt presented Paula Maurer, Customer Service Manager, with a certificate of recognition and appreciation for her 25 years of service.

2017 Strategic Plan and Budget Schedule – The timeline for the upcoming budget sessions was discussed and accepted.

FNB Resolution – Banking resolution and signature cards are being updated with First National Bank.

The motion by Comm. Merkes, seconded by Comm. Zelinski, was unanimous on roll call to approve the resolution designating public depository for miscellaneous public accounts and authorizing withdraw of public moneys.

Fiber Optic Maintenance Agreement, Winnebago County – This agreement between Winnebago County, Menasha Utilities and Menasha Joint School District documents the respective responsibilities of each party regarding maintenance of the collocated fiber optic cable. The agreement was reviewed by the City of Menasha attorney.

The motion by Comm. Allwardt, seconded by Comm. Merkes, was unanimous to approve the fiber optic maintenance agreement as presented.

Gantry System for Channel Pump – After a lengthy discussion, the Commission asked staff to explore additional options for removing the channel pump and bring them back, with drawings, at a future meeting.

Item VIII. Strategic Reports, Monthly Strategic Initiative Update – A net quarterly water billing comparison, along with outstanding water debt, was included in the June report.

June Financial and Project Status Reports – Electric consumption remains lower than budget with year-to-date down 4.3% compared to budget; purchase power costs were 10.6% lower than budget; and all expense categories are lower than budget for the year which is helping to offset the lower revenues.

Unexpected/Unscheduled Projects on the project status report is over budget due to more than usual occurrences in 2016 which includes a recent transformer replacement on Midway Road.

Water consumption is 21% lower than budgeted for June. The system loss ratio has decreased substantially due to the Water Distribution crews finding and repairing leaks; the crew will continue to investigate additional areas.

After discussion, the Commission accepted the June Financial and Project Status Reports as presented.

Project Reports, Water Projects – Staff continues to wait for DNR approval for the rubber membrane roof on the pump station; and the VFD at the pump station and opti-view on the UV system are being repaired.

Electric Projects – The plan for Midway and 441 intersection is being worked on and staff is waiting for bidding documents from PSE for the Midway Loop project.

Item IX. No one from the Gallery requested to be heard on any topic of public concern to the Utility.

Item X. The motion by Comm. Merkes, seconded by Comm. Allwardt, was unanimously approved on roll call to convene into Closed Session pursuant to Section 19.85 (1) (e), of the Wisconsin Statutes for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and (f) of the Wisconsin Statutes for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations regarding delinquent accounts at 9:40 a.m.

By: MARK L. ALLWARDT  
President

DONALD MERKES  
Acting Secretary

NOTE: THESE MINUTES ARE NOT TO BE CONSIDERED OFFICIAL UNTIL ACTED UPON AT THE NEXT REGULAR MEETING, THEREFORE, ARE SUBJECT TO REVISION.